

I. GENERAL INFORMATION

1. SOLICITATION NO.:	SOL-306-16-000052-OED
2. ISSUANCE DATE:	August 24, 2016
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	September 8, 2016, 4:30 p.m., Kabul time
4. NUMBER OF POSITIONS	Single position
5. POSITION TITLE:	Lead Education Program Specialist (Basic Education)
6. MARKET VALUE:	GS-14 (\$87,263 - \$113,444) In addition, 35% post differential and 35% danger pay is currently authorized at this post
7. PERIOD OF PERFORMANCE:	13 months with an option for renewal
8. PLACE OF PERFORMANCE:	USAID/Afghanistan
9. SECURITY LEVEL REQUIRED:	Secret level clearance
10. AREA OF CONSIDERATION:	U.S. Citizen/U.S. Resident Alien
11. STATEMENT OF DUTIES:	

A. BACKGROUND

The Education Office manages an annual budget of \$100 million with a staff of eleven (to be increased to twelve). The incumbent serves as one of the Mission's senior technical and policy analyst in this sector. The incumbent identifies education priorities and coordinates with the Education Team, as well as across the Mission including the Program Office, Office of Financial Management, and Office of Acquisition and Assistance to maximize synergies across portfolios. The incumbent, in cooperation with the Program Unit Team Leader, manages the Education program's budgeting, planning, design, procurement, implementation, evaluation and monitoring, and reporting efforts. The incumbent has the principal role of representing the Mission's Basic Education programs to other donors, non-governmental organizations, senior host-government counterparts and private sector groups, coordinating monitoring and oversight of programs to inform policy and strategic direction.

The Lead Education Program Specialist (Basic Education) is part of the Education team that leads a large and politically important education portfolio. The Education Office manages an annual budget of \$100 million. The incumbent will assist in managing USAID/Afghanistan educational initiatives and will help to achieve Mission objectives in this area and will assist with organizing all strategic and critical programming for the education sector. The

incumbent will expand relationships and lead coordination efforts with bilateral and multilateral partners in the education sector, civil society organizations, and private sector partners. The primary program-related responsibility of the Education Specialist is to provide assistance in developing, implementing, and monitoring the Basic Education Program that supports the Afghanistan government's effort to provide quality and equitable education services, and to harness and focus civil society and private sector participation in efforts to improve school quality and promote child protection as well as safe and healthy learning environments. The incumbent will also be responsible for liaising with the USAID/Afghanistan Technical Offices in cross cutting organizational education issues and serve as a member to at least one working group.

B. DUTIES AND RESPONSIBILITIES

Program/Project Planning and Management:

As a member of USAID/Afghanistan's Education Team, the incumbent will be responsible for a full range of project development and management of education program activities. The incumbent will assist with the conceptual design of activities and contribute to planning for program activities. As Agreement Officer's Representative (AOR), Contracting Officer's Representative (COR) or Activity Manager, the incumbent will be responsible for overseeing the implementation of program activities as assigned and contributing to achieving results, and will provide monitoring and evaluation oversight for program activities. The incumbent will be responsible for the close-out of completed activities, as appropriate.

The incumbent is responsible for the technical oversight of program/project implementation for large education programs dealing with complex issues that involve a diversity of important considerations; researches and writes proposals for educational program, projects, and activities; recommends educational programs that utilize major human and monetary resources; provides input on education program and policy evaluation alternatives, human and institutional capacity development, policies and interrelated development issues; and in collaboration with other offices and USG Agencies, assists in developing education evaluation strategies to guide programming.

Illustrative responsibilities include:

- The incumbent guides the technical implementation in line with USAID/Afghanistan's Education Project goals, to include providing subject expertise, recommending technical direction and overseeing its implementation, and serving as a subject matter expert (SME) for the Mission with internal and external audiences.
- The incumbent develops and oversees the development of activity design documentation, including scopes of work, program descriptions, and/or terms of reference, ensuring consistency with established USAID policies and regulations; supports the development and negotiation of new instruments in the context of the Project, as well as implementation and follow-up monitoring and reporting; and manages the technical office aspects of the procurement process for activities that contribute to the Project, including drafting or amending Requests for Applications (RFAs), Requests for Proposals (RFPs), Task Orders, Annual Program Statements, and other procurement mechanisms consistent with USAID goals.

- The incumbent facilitates the programmatic and financial review of project activities as necessary. The reviews may include audits, assessments or evaluations, routine monitoring and evaluation of project progress by reviewing work plans and reports, conducting site visits, and maintaining ongoing contact with implementing partners. The incumbent will monitor program activities to ensure compliance with applicable environmental regulations.
- The incumbent coordinates closely with other USAID/Afghanistan offices regarding the implementation, management, and reporting for education cross-cutting activities; maintains regular contacts with key offices in USAID/Washington to stay current on agency education initiatives and innovations and reviews; and determines appropriate implementing mechanisms and modifications while making recommendations to the Office Director (Supervisory Education Development Officer) or his/her designee. The incumbent undertakes regular analyses of the financial information of project activities, including pipeline analysis and expenditure review, and formulates updates for Mission management.
- The incumbent maintains effective lines of communications (both formal and informal) with Mission Senior Staff, other Mission Teams, and within the Education Office; with appropriate officials of the Afghanistan government and provincial leaders and with the public leading to greater information-sharing opportunities, knowledge exchange, and accelerated decision-making; manages Basic Education staff workloads effectively so as to reflect Mission program priorities and stimulate opportunities for professional growth and enhancement. The incumbent manages, on a day-to-day basis, the Mission's Basic Education portfolio, including recommendations to the Office Director (Supervisory Education Development Officer) on work priorities, activity implementation, identifying and resolving program issues, assuring that all activities are carried out in a technically sound and cost-effective manner, assigning responsibility for program management and implementation matters to subordinates, and assuring that activities are carried out in accordance with all applicable Mission and Agency directives and requirements.
- The incumbent plays a lead role on the Education Donor Group; engaging on multilateral financing arrangements, pooled and G2G mechanisms and provides a pivotal role in ensuring effective management of USG resources and partner donor resources invested in these financing mechanisms is directed to improving education and educational facilities in Afghanistan.

Provide Technical Oversight and Coordination:

- The incumbent provides overall supervisory oversight for four Foreign Service National (FSN) Program Management Specialist (Education), and supports the Office Director (Supervisory Education Development Officer) in the overall management responsibility for the entire office; manages, on a day-to-day basis, the Mission Education portfolio, including recommendations to the Office Director on work priorities, activity implementation, identifying and resolving program issues, assuring that all activities are carried out in a technically sound and cost-effective manner, assigning responsibility for program management and implementation matters to subordinates, and assuring that activities are carried out in accordance with all applicable Mission and Agency directives and requirements.
- The incumbent oversees the planning and reporting processes for the Education Office

staff, including assignment of tasks and quality control for the preparation and submission of education components to the annual Operational Plan (OP), Performance Plan and Report (PPR), Congressional Budget Justification (CBJ), Mission Resource Request (MRR), Education Agency Goal reporting, and ad hoc taskers, factsheets, and reports. The incumbent will also collect, organize and prepare data for use by the Mission and USAID/Washington, and for any other official requirements.

- The incumbent mentors other sub-team members (locally-hired staff) programmatically and administratively, in order to promote team-building, and ensure that the extensive expertise and knowledge that local staff possess is fully utilized to support informed decision-making and appropriate management of activities under the project. The incumbent works closely, and in a highly participatory manner, with Office Education Teams, Mission Teams, partners, and customers to lead and coordinate the planning, design, implementation, monitoring, and follow-on of activities under the Education portfolio in order to achieve a high level of excellence in program impact and cost-effectiveness.
- The incumbent works with Education Office staff, identifies areas where knowledge and skills need to be enhanced, completes and manages annually Individual Training Plans with each member thereby minimizing Mission vulnerabilities while ensuring that staff have opportunities to learn, develop and apply themselves; follows-up with those staff receiving training as to how the skills/knowledge gained from the training will be applied; and provides on a semi-annual basis, feedback on performance leading to an annual performance evaluation completed for each staff member.
- The incumbent serves as a member of at least one working team as the Education Office representative, attending meetings on a regular basis; providing statistical reports on education for the purposes of planning and implementation purposes of education programs. The incumbent measures education programs' progress against established goals and objectives in the Mission Strategy and the Education Program Performance Monitoring Plan (PMP) (and updates the PMP as required); reviews all activity operations and takes action, including recommending activity evaluations, modifications, measures to rectify implementation problems or to improve monitoring and reporting; identifies existing and potential problem areas and proposes specific actions to resolve them consulting with appropriate Mission staff and contractors/grantees; prepares oral and written reports, keeping the supervisor informed of the activity status.
- The incumbent works closely with Education Office staff in estimating budgetary requirements, following-up and evaluating the results of education activities, as well as cultivating contacts in USAID and the U.S. with respect to best practices in planning, implementing, managing and monitoring education activities within compliance with established strategies and regulations. In coordination with the Program Unit Team Leader, Program and Financial Management Offices the incumbent ensures correct funding levels and appropriate expenditures are maintained and accounted for; ensures that funds are used appropriately and within budgetary limits; analyzes expenditures for approval and approves corresponding documentation; and prepares budget analyses for Activity monitoring and reporting; closely works with the Office of Acquisition and Assistance (OAA) to ensure that all activity procurement actions are coordinated in a timely fashion with contractors/grantees.

- The incumbent designs or directs appropriate research activities to collect information from a variety of sources; uses this information to prepare factual, statistical, and analytical reports, on the effectiveness of education, both written and oral; and, reviews necessary activity appraisal and contractors' performance reports. The incumbent drafts and presents other activity documents for clearance, consideration, and approval; takes the lead in drafting responses to incoming related correspondence, ensuring Mission clearance and timely responses.

Representation and Coordination:

- The incumbent will maintain contact and interact technically and professionally in a highly collaborative manner with a wide range of parties, including high level officials of the Afghanistan government and other international organizations; as well as experts provided under assistance programs sponsored by non-governmental organizations and foreign government donors. The incumbent will also be required to interact with officials of other USG agencies involved in education endeavors and closely coordinate with the Mission's other technical offices and Program Office on all matters of mutual programmatic interest.
- In addition, the incumbent may be required to serve as the alternate point of contact to Office of Afghanistan and Pakistan Affairs (OAPA) and E3/ED for education services assistance and information sharing related to policy, procedures and best practices and as needed; as a Contracting Officer's Representative (COR), Agreement Officer's Representative (AOR) or as an alternate in order to provide project management, oversight, and support. In coordination with the contractors/grantees, the incumbent drafts and finalizes scopes of work, budgets, and scheduling of technical assistance for portfolio activities while ensuring timely and systematic submission of reports.
- The incumbent serves as an advisor to the Office Director (Supervisory Education Development Officer) and the Office of Education team, of actions that result in the effective use of resources; the development of operating policies and procedures that are clear, complete and address organizational issues; the implementation of Mission and Agency policies/procedures in a transparent and equitable fashion, supporting efforts to address Mission program priorities, and providing guidance in meeting future development challenges. The incumbent advises senior Mission management on the political, economic and social developments affecting education and educational development in Afghanistan; serves as the USG's principal liaison with the Afghan Minister of Education and education counterparts at the national, provincial, and local levels; coordinates with the Mission's Development Outreach and Communications (DOC) Office on outreach activities as well as reports and correspondence related to the education portfolio for public consumption; acts as official USAID representative on field visits to activity sites if security allows; ascertains progress, identifies delays and problems and recommends solutions.

C. PHYSICAL DEMANDS

The primary location of work will be on the U.S. Embassy compound in Kabul Afghanistan. Work in the office is expected to be primarily sedentary.

D. SUPERVISORY RELATIONSHIP

The Lead Education Program Specialist (Basic Education) will work in consultation with and under the general oversight of the Office Director (Supervisory Education Development Officer) who will provide direction to the overall objective of the Mission goal. The supervisor will provide technical guidance as/when necessary.

E. SUPERVISORY CONTROLS

The supervisor sets the overall objectives and the resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and tasks to be accomplished. The employee, having developed expertise in the broad functional or specialized area of education, is responsible for planning and carrying out the assignment, resolving conflicts which arise, coordinating the work with others as necessary, and interpreting policy on his/her own initiative in terms of broad agency objectives. Within broad delegations of authority, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, and of potentially controversial matters with far-reaching implications.

Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work in the agency, or effectiveness in meeting requirements or expected results.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applicants will be evaluated and ranked based on the following selection criteria:

- a) Education (10 points):** A Master's degree in Education Studies, Early Childhood Education, Educational Leadership and Innovation, Curriculum and Instruction, Business Education Administration and Curriculum Development, Early Childhood Education, Educational Planning, International Education Development, International Relations, Business or Public Administration, International Development, Economics or Statistics is required.
- b) Work Experience (20 points):** A minimum of seven years of progressively responsible and professional level experience in management of education development assistance in areas such as programs/projects planning, managing of programs that promote early grade reading and math, girls' education, community-based/non-formal education, inductive assessments on education programs, performance monitoring and evaluation, technical leadership and coordination in the preparation of education project/program budget formulation, preparation of project appraisal documents (PAD) or comparable operational performance plans and reports, strategic planning or development of activities and capacity building with educational institutions, donor-agencies, bi-lateral or multi-lateral organizations, host-government institutions, governmental or non-governmental institutions is required.
- c) Communications (10 points):** Level IV (Fluent) speaking/reading English language communication skills required.
- d) Knowledge (30 points):** The incumbent must have demonstrated professional knowledge applicable to a wide range of duties in either a broad functional or specialized

area of education such as results-based education policy formulation, analysis and instructional methods. The incumbent must have the necessary skills in utilizing this knowledge in a variety of difficult and complex assignments that calls for extended professional experience, skills in adapting and extending education principles, and organization practices to support significant projects and resolve problems for which there are no closely related precedents, but that are generally state-of-the-art practices. The incumbent needs a demonstrated ability to provide oversight of large complex activities that are implemented under challenging social and political conditions. The incumbent is further required to apply professional education, knowledge and skills in providing technical assistance to Mission management and Afghanistan government counterparts in the development of product proposals for innovative education programs to support identified programmatic areas. The incumbent monitors and evaluates projects approved for grants and assistance, and works with implementing partners in improving the methodology and conduct of the projects, e.g., practical suggestions on promoting alternative approaches to orthodox education practices. The incumbent applies professional knowledge and skills in evaluating the soundness of project proposals, providing technical assistance on techniques and methodology, assessing project performance, and negotiating major changes in project plans.

- e) Skills and Abilities (25 points):** The incumbent must have demonstrated ability to work independently on a number of tasks simultaneously with minimal supervision. Project implementation work involves the analysis of financial, administrative, economic, social, and technical factors as well as management of complex obligation, contracting, and implementation procedures. Monitoring and coordination responsibilities involve the creation of, application of, and training on reporting and management control systems as well as analysis/interpretation of problems in order to advise Mission management, including Mission leadership. All of these responsibilities require the incumbent to plan ahead and develop, check, analyze, interpret, and evaluate facts before work can progress. The incumbent must be able to analyze complex and technical information to make independent recommendations for USG programming and management. The incumbent must also encourage innovation in the management and use of Mission programs and resources.

III. EVALUATION AND SELECTION FACTORS

Candidates who meet the required qualifications for the position (as specified in Item II) will be evaluated based on information presented in their application and reference checks. USAID reserves the right to conduct interviews with the best qualified applicants. The interview will be one of the determining factors in the final selection.

IV. TERMS OF PERFORMANCE

The term of the contract will be for thirteen (13) months. Within four weeks after written notice from the Contracting Officer that all clearances have been received or unless another date is specified by the Contracting Officer in writing, the selected applicant shall proceed to the Washington DC area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if not completed within the past five years) prior to proceeding to Kabul to commence duties as outlined in the statement of work.

Physical Demands and Work Environment: Most Mission employees work a six day work week with Fridays off. The average work week is approximately 57 hours, with all hours over 40 paid as over time or compensatory time. Work in the office is mostly sedentary but travel to program-activity implementation sites outside of Kabul requires U.S. Government Regional Security Officer (RSO) approval, travel in fully armored vehicles and close coordination with the U.S. Embassy and U.S. Consulate security officers, Department of Defense (DoD), and Resolute Support (RS) as applicable.

A. MEDICAL AND SECURITY CLEARANCE:

The selected applicants must be able to obtain a USG Secret Security Clearance as granted by the USAID Security Office, and a Department of State Class I Medical Clearance for Afghanistan.

B. GENERAL INFORMATION REGARDING LIVING AND WORKING CONDITIONS IN AFGHANISTAN:

Although living conditions in Kabul have improved over the past two years and great strides have been made to normalize the availability of services, utilities, and supplies of common consumer items, the conditions remain difficult. This is an historical opportunity to work closely with a dedicated team to assist the Afghan people bring about peace and stability to their war-torn country. Afghanistan is an unaccompanied post. All staff are housed on the heavily guarded and fortified Embassy compound.

C. NOTE REGARDING COUNTER TRAFFICKING IN PERSON CODE OF CONDUCT

USAID employee in the Civil Service and Foreign Service, as well as individuals employed through Personal Services Contract must adhere to the Counter Trafficking in Persons Code of Conduct. For information on the effort to counter all forms of human trafficking, including the procurement of commercial sex acts and the use of forced labor, visit <http://www.state.gov/g/tip>. For more information about USAID, visit <http://www.usaid.gov>.

V. BENEFITS AND ALLOWANCES:

As a matter of policy and as appropriate, a Personnel Service Contract (PSC) is normally authorized to the benefits and allowances listed in this section.

A. BENEFITS:

1. Federal Insurance Contributions Act (FICA)
2. Contribution toward Health & life insurance
3. Pay Comparability Adjustment
4. Eligibility for Worker's Compensation
5. Annual Salary Increase (If Applicable)
6. Annual and Sick Leave
7. Access to Embassy medical facilities, commissary and pouch mail service as per post policy
8. Medical Evacuation Insurance

B. ALLOWANCES (If Applicable)*:

1. Temporary Lodging Allowance (Section 120)
2. Living Quarters Allowance (Section 130)
3. Post Allowance (Section 220)
4. Supplemental Post Allowance (Section 230)
5. Post Differential (Chapter 500)
6. Payments during Evacuation/Authorized Departure (Section 600) and
7. Danger Pay (Section 650)

* Standardized Regulations (Government Civilians Foreign Areas).

The current allowance authorizations for Afghanistan are 35% Post Differential and 35% Danger Pay. Three Rest and Recuperation (R&R) trips are authorized during a one year assignment.

Contractor will be entitled to 20 days Administrative Leave plus two days of travel time for each R&R trip. In excess of the Administrative Leave, contractor will have to use his/her own Annual Leave or Compensatory time for R&R travel.

VI. APPLYING**REQUIRED FORM AND DOCUMENTS FOR INITIAL CONSIDERATION:**

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. U.S government AID 302-3 form which is available at the following websites:
<https://www.usaid.gov/sites/default/files/documents/1866/a302-3.doc>

A current curriculum vitae (CV) or resume that contains sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

2. A minimum of three (3) references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Afghanistan will only contact references for the finalist, and will only do so with the permission of the applicant.
3. A written statement (cover letter) that addresses the Evaluation/Selection Criteria in this solicitation.
4. Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

The Agency retains the full right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

All applications must be submitted electronically by e-mail with the subject line SOL-306-16-000052 Lead Education Program Specialist (Basic Education) to: RAhl@usaid.gov.

Attention: USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior the closing date mentioned above unless revised. The highest ranking applications may be selected for an interview.

VII. TAXES:

United States Personnel Service Contractors (USPSC) are required to pay Federal Income taxes, FICA, Medicare and applicable State Income taxes.

VIII. CONTRACT INFORMATION BULLETINS

General Provisions in USAD regulations and contract.

AAPD-15-02	Authorization of Family and Medical Leave for U.S. Personal Services Contractors (USPSCs)
AAPD 10-03	AIDAR, Appendix D: Implementing Benefits for same-sex domestic partners of USPSCs
AAPD 10-01	Personal Services Contracts – Changes in USG Reimbursement Amounts for Health Insurance and Physical Examination Costs
AAPD 06-12	Homeland Security Presidential Directive-12 (HSPD-12) Implementation
AAPD 06-11	Home Leave and Revised General Provision 5, Leave and Holidays
AAPD 06-10	PSC Medical expense payment responsibility
AAPD 06-08	AIDAR Appendices D and J: Using the Optional Schedule to Incrementally fund Contracts
AAPD 06-07	AIDAR, Appendix D: Contract budget, salary determination and salary increase
AAPD 06-01	Medical evacuation insurance
AAPD 05-02	Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years
CIB 01-10	Revision of medical clearance process – PSC with U.S. Citizens
CIB 01-07	Clarification of the extension/renewal policy regarding PSCs
CIB 01-05	Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals
CIB 00-08	Revision of Competitive Process – PSCs with U.S. Citizens
CIB 00-03	FICA & Medicare Tax Rates for Personal Services Contracts
CIB 98-23	Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements
CIB 99-22	PSC Policy
CIB 98-16	Annual Salary Increase for USPSCs
CIB 98-14	Change in Required Application Form for USPSCs
CIB 98-11	Determining a Market Value for Personal Services Contractors Hired under Appendix D.

CIB 97-17	PSC's with U.S. Citizens or U.S. resident aliens
CIB 97-16	Class Justification for use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less
CIB 96-23	Unauthorized Provision in Personal Services Contracts
CIB 94-09	Sunday Pay for U.S. Personal Services Contractors
CIB 93-17	Financial Disclosure requirements under a Personal Services Contract
CIB 89-29	Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:
<http://www.usaid.gov/work-usaid/aapds-cibs>

Additionally, AIDAR Appendixes D applies to PSCs can be found at:
<http://www.usaid.gov/policy/ads/300/aidar.pdf>

Only short listed candidates will be contacted.

Point of Contact:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

Place of Performance

USAID/Afghanistan
U.S. Embassy
Great Massoud Road
Kabul, Afghanistan